

MASTER AGREEMENT

Between

**MAPLE VALLEY COMMUNITY
SCHOOL DISTRICT**

And

**MAPLE VALLEY
EDUCATION ASSOCIATION
TEACHER UNIT**

2007-2008

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RELATIONS BOARD

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ARTICLE 1

GENERAL CONTRACT PROVISIONS

A. Definitions

1. The term "Board", as used in this Agreement, shall mean the Board of Education of the Maple Valley Community School District or its duly authorized representatives.
2. The term "employee", as used in this Agreement, shall mean employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
3. The term "Association", as used in this Agreement, shall mean the Maple Valley Education Association and the ISEA.

ARTICLE 2

HOURS OF WORK

A. Work Day

1. A normal day of work for a full time employee shall be eight (8) hours.
2. On Friday, days on which early dismissal due to inclement weather occurs and days preceding holidays or vacations the work day shall end after the last bus leaves. However, an employee scheduled for an activity after hours which will take place shall be expected to perform such activity.
3. When the start of a school day has been delayed due to inclement weather, the employee work day will be delayed the amount of time that the students' day is delayed.
4. A principal shall have the sole discretion to release an employee during the work day when the teacher is not assigned to supervise students.

B. Lunch Period

1. Employees shall be entitled to a duty-free lunch period on each full day.

C. Duties Beyond the Work Day

1. Employees will be required to attend, without compensation, faculty and other professional meetings outside the regular work day.
2. Employees who volunteer to perform other duties beyond the work day shall be compensated in accordance with Article 10, Section C. If no employees volunteer, the administration may require employees to perform such duties.

ARTICLE 3

DUES DEDUCTIONS

A. Authorization

Upon written authorization (Appendix B) by an employee submitted by September 5, the Board will deduct MVEA, ISEA and NEA monthly dues from employee's salary.

Such requests will continue until revoked, in writing, with thirty (30) days notice to the Board as provided in Chapter 20, Iowa Code.

B. Deductions

The Board shall deduct the amount authorized in twelve (12) equal installments beginning in September and ending in August.

C. Hold Harmless

No liability shall accrue to the Board collectively or to any administrative official for any action taken or not taken with regards to information furnished under this article. Excluded from this section are grievances relative to Board's failure to make the authorized dues deductions.

ARTICLE 4

EVALUATION

A. Tier I, II, III Notification

By September 30th of each school year, a member of the administrative staff shall acquaint employees with the evaluation procedures, criteria, and instruments. An employee starting work after the beginning of the school year shall be given such notification no later than one (1) week prior to the first formal evaluation.

B. Formal Evaluation

Tier I: Beginning Teacher

The purpose of the Tier I Cycle is to assist beginning teachers in becoming a contributing member of the Maple Valley or Anthon Oto Community School District staff. Focused upon the first two years of employment, it shall include the following components: mentoring, classroom observations, and evidence of meeting the Iowa Teaching Standards and Criteria for purposes of licensure.

Tier I: Classroom Observation

Tier I teachers will be formally observed by an evaluator at least three times at mutually agreed upon times. The first two formal observations will be conducted prior to February 1st of each contract year. The third formal observation and summative report will be completed no later than March 30th of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a pre-conference and a feedback conference. The district will provide the Summative Evaluation Form.

Tier II: Probationary Career Teacher

The purpose of the Tier II, probationary career cycle, is to assist teachers new to the Maple Valley and Anthon Oto Community School District with becoming contributing members to our school community. Focused upon the first two years of employment in the Maple Valley and Anthon Oto Community School District, it shall include the following components: in-district mentoring, formal observation and meeting the Iowa Teaching Standards and Criteria.

Tier II: Probationary Career Teacher Classroom Observation

Tier II, probationary career teachers, will be formally observed by an evaluator at least two times per year, with at least one of these observation times being mutually agreed upon and the second observation time possibly unannounced. The first formal observation will occur prior to February 1st of each contract year. The second observation and a summative report will be completed by March 30th of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each formal (announced) observation will include a pre-conference and a feedback conference. The district will provide the Summative Evaluation Form.

Tier II: Career Teacher

The purpose of Tier II is to extend and enrich the professional learning and growth of all teachers and significantly impact organizational performance. Every three years, Tier II teachers shall create a professional development plan, known as the Individual Career Development Plan. Goals and action steps will be created with their building principal's input. This will be based upon the Iowa Teaching Standards and Criteria and upon individual teacher needs as mutually agreed upon by the teacher and his/her building principal. Tier II teachers shall annually review their Individual Career Development Plan by September 30th with their principal.

Tier II: Classroom Observation

Tier II teachers will be formally observed by an evaluator at least once during the three-year Individual Career Plan cycle. The observation will occur at a mutually agreed upon time. The formal observation shall occur prior to March 30th. Unannounced observations may occur at any time during the three-year period. These observations will focus on the Iowa Teaching Standards and Criteria. The observation will include a pre-conference and a feedback conference. Additional artifacts related to each teacher's annual Individual Career Development Plan may be used for further documentation.

1. A written copy of each evaluation shall be given to the employee. This evaluation will be discussed within seven (7) assigned working days of the formal observation, unless either party is not available. If neither party is available within the seven (7) assigned working day period, then the parties will agree to a mutually agreeable date. The evaluator and the employee shall each sign the evaluation(s). The employee's signature shall signify his/her awareness of the contents of the evaluation.
2. Should the employee desire, he/she has five (5) assigned working days for the above meeting to submit a written statement as to the written evaluation report and have it attached to that evaluation.

C. Evaluation Files

The Board shall maintain one evaluation file for each employee. All of the above material shall be contained in this file. An employee shall have the right to review his evaluative material at times which do not interfere with the educational program or work assignment of the employee, in the presence of an Administrator. No evaluative

material will be entered into an employee's file without complying with the above procedures.

D. Unsatisfactory Evaluation

An employee who receives an overall unsatisfactory evaluation for the current school year will not be entitled to any salary increase for the following school year. An unsatisfactory evaluation is when the box marked "progress noted, extend assistance timeline" is used at Tier III – Assistance Phase – Final Summary Form.

ARTICLE 5

STAFF REDUCTION

A. Categories

1. When a reduction of staff is to occur, the Superintendent will use the following categories in determining which employees shall be reduced:

1. K- 5 teacher or
2. Subject area as defined by K-5, 6-8, and 9-12.

At the time of reduction, the Board may group subject areas for consideration of a reduction.

2. The Superintendent shall attempt to make reductions through vacancies created by attrition.

B. Reduction Procedure

1. When reductions are to be made, the Superintendent will apply the below listed factors in the following order:

1. Certification and academic course work (not quantitative)
2. Competency as determined by the evaluation procedure
3. Subject area teaching experience (An employee involuntarily transferred under Article 6 C (5) will retain the same seniority relationship, to the employees in the position from which he/she is transferred, that existed at the start of such transfer for the purpose of applying subject area teaching experience.)
4. Seniority in the District
5. Academic training (hours/degrees)

2. The Superintendent shall notify, in writing, employees to be terminated under this procedure by April 30 of each year.

C. Recall

1. An employee terminated under this procedure shall be considered for up to eighteen (18) months for a position which he/she held at the time of termination. For recall, the categories shall be:

1. K-5 Homeroom teacher, and
2. Subject area as defined by K-5, 6-8, and 9-12.

2. The terminated employee shall keep the Superintendent advised of his/her current address. Notice of offer of re-employment shall be sent by certified mail to his/her current address. A copy shall be sent to the Association President. An employee's failure to notify the Superintendent within ten (10) working days of the mailing of the recall notice that he or she will report for duty on the prescribed starting date shall terminate the employee's recall rights.

3. An employee re-employed under this Article will be placed on the salary schedule at the last step attained at termination and be reinstated with sick leave accumulated at the time of terminations.

ARTICLE 6

TRANSFERS

A. Definitions

Transfer shall be defined as movement in the following categories:

1. K-5 Homeroom teacher to a subject area
2. Subject area to a K-5 Homeroom teacher
3. Subject area to another subject area
4. PreK-5 Special Education/Title I/TAG certified staff hired after 1998-1999 school year are not eligible for transfer into a K-5 Homeroom position.

B. Vacancy During Year

A position which becomes vacant during the school year will be filled at the sole discretion of the Superintendent. Such openings will be posted in all buildings for five (5) working days. Employees who desire to be considered for such positions shall notify the Superintendent's office in writing.

C. Vacancy New School Year

A position which exists for the start of a new school year and for which time permits will be filled in the following manner:

1. Such positions will be posted in all buildings for three (3) working days.
2. Employees who desire to be considered for such position shall file written requests with the Superintendent's office within six (6) working days of the first day of posting.
3. When both employees and non-employees apply for the position, the employee shall be given the position provided the Superintendent determines the quality of the instruction will not suffer, e.g. the employee has a record of proven competency in the District and the employee is licensed for the vacant position. If two or more current employees have applied for the same position, are both properly licensed and have substantially equivalent records to proven competency, the transfer shall be given to the most senior employee.
4. When no employee applies for a position, the Superintendent retains the right to transfer an employee to such vacancy after a meeting between the employee and the Superintendent. The Superintendent shall supply the employee with a valid written reason for such transfer. Such transfer shall be made only for a valid reason.
5. An employee involuntarily transferred under #4 above will have the option to return to his/her prior position, if it still is in existence or to any other vacant position in his/her licensed area at the end of the transfer or at the beginning of the new school year whichever is later.

ARTICLE 7

HOLIDAYS & VACATIONS

A. Non-Work Days

The following days shall be designated non-work days:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Labor Day
5. Thanksgiving Day
6. Friday following Thanksgiving
7. Friday before Easter

B. School Closing

In addition, the Board will not schedule work from December 24 through and including January 1 of each year.

C. Make-Up Days

Other exceptions to Section A and B may be made by mutual agreement between the Association and the Board.

ARTICLE 8

LEAVES OF ABSENCE

A. Sick Leave

1. Sick leave for personal illness or disability of a full time or part time employee or for the illness or disability of a member of the immediate family shall be credited annually to employees who report for duty on the following basis. Immediate family as used in this section shall mean spouse or children, including anyone the employee has legal guardianship of. (Note - part time employees shall receive a pro-rated portion of the days in this section using a forty (40) hour week as full time):

First year	10 days
Second year	11 days
Third year	12 days
Fourth year	13 days
Fifth year	14 days
Sixth & subsequent years	15 days

The above amounts shall apply only to consecutive years of employment in the Maple Valley Community School District. Unused leave shall be cumulative from year to year to a maximum of one hundred fifteen (115) days.

2. A total of five (5) days per year of sick leave may be used in the event of serious illness of a parent, a stepparent or a parent-in-law. (Parent sick leave may not accumulate) The administration may require a doctor's written statement or other evidence confirming the necessity for such leave.

3. Employees' unused personal and unused sick leave days will be printed on the monthly paycheck stub.

B. Funeral Leave

In the event of death of a spouse, child, parents, brothers, or sisters, a full time or part time employee will be granted up to five (5) days per occurrence with pay to make arrangements and attend the funeral. Up to four (4) days per occurrence with pay will be granted in case of the death of children-in-law, parents-in-law, sister-in-law, brother-in-law, grandparent or grandchildren. All of the aforementioned persons shall include stepchildren, stepparents, stepsiblings, step-grandparents, or anyone the employee has legal guardianship of. In the case of death of any other relative or person whose personal relationship to the employee was in fact equivalent to ties of blood or a long-time friend, one day of absence per occurrence up to a maximum of one (1) day per year shall be allowed without loss of pay for attendance at the funeral. In unusual circumstances, the Board may grant additional days of funeral leave, but such decision shall not be subject to the grievance procedure.

C. Personal Leave

Each employee shall be granted two (2) days of paid personal leave without exclusions in not less than one half (1/2) day increments. One day of unused personal leave may be carried over to accumulate to three personal days for the next year. (Note - part time employees shall receive a pro-rated portion of the days in this section using a forty (40) hour week as full time)

This leave is not cumulative and may not be taken at any time that would disrupt the normal operation of the school. Employees shall notify the Superintendent or his designee at least three (3) work days in advance of the need for taking such leave except in cases of emergency, and shall request such leave on an appropriate form.

1. Employees who have accumulated 90 or more days of sick leave on the first day of school may trade 15 sick days for one additional day of personal leave without exclusions. This extra personal day may be used following the procedures as listed in Article 8 item C – Personal Leave. The employee must notify the District in writing by September 15th to obtain this personal day.

D. Jury Duty Leave

An employee called for jury duty shall continue to receive salary compensation for the period of such absence, less the amount of compensation received for such service. The employee must notify the Superintendent or his designee within two (2) working days following the date of receipt of notice of such service.

E. Sick Leave Bank

1. Employees who have accumulated more than 60 days of sick leave may contribute up to five days to a sick leave bank by notifying the District in writing by September 15th the number of days that they wish to contribute. The District shall promptly notify the Association of the total number of days that were contributed to the sick leave bank. There shall be no carryover of sick leave bank days from one year to the next. If there are days remaining in the sick leave bank at the end of the school year, employees who contributed sick leave days to the sick leave bank shall not have any of the remaining days returned to them.
2. The use of sick leave days from the bank shall be limited to employees who have used all of their accumulated sick leave days and the employee or a member of their

immediate family suffers from a serious and long term illness as determined by the Superintendent, Board President, and the Association President or their designee. If more than one employee becomes eligible for the sick leave bank, all days in the sick leave bank shall be divided equally among all eligible employees.

F. Association

Up to two (2) days with pay shall be available for one (1) representative of the Association to attend the ISEA Delegate Assembly. Notification shall be given to the Superintendent at least one week in advance, except in cases of an emergency. The Association will reimburse the District for substitutes employed as a result of this leave.

G. Professional

Employees may be granted professional leave with pay at the sole discretion of the Superintendent. Notification shall be given to the Superintendent at least one week in advance. If the employee is requesting the Board to pay any fees or reimburse any expenses related to the use of the professional leave, such request shall be submitted to the Board in advance of the leave for Board approval or rejection.

H. Unpaid Leave

Unpaid leave may be granted by the Superintendent.

I. Report Form

Upon return from any absence from work, each employee will complete a brief report form indicating the time and date(s) absent and the reason for the absence. The completion of this form will assure accuracy of absence reporting and should not prove to be an unreasonable burden to the employee. This report form will be put in the teacher's box on the day of his/her return. The employee will be required to return the completed and signed form to the principal within five (5) working days of his/her return to work.

J. Extended Leaves

Employees may request an extended leave of absence without pay by submitting a timely written request to the Board.

K. Definition of Day

Day is defined as the length of the work day as assigned an employee at the time of utilization of such leave.

ARTICLE 9

SALARY

A. Salary Schedule

The salary and educational lane for employees covered by the regular salary schedule is set forth in Appendix C, which is attached hereto and made a part thereof.

Effective July 1, 1990, each employee on the salary schedule was moved back a maximum of two steps from his/her 1989-1990 placement. In the future, those employees will move forward on the salary schedule in accordance with Section C of this article.

Effective July 1, 1990, the salary schedule incorporated the Phase I and Phase II monies of H.F. 499. In the event that the legislature and/or the governor would either cease to provide or reduce such monies to the Board, the salary schedule and the salaries of all the employees would be reduced accordingly by the amount of the Phase I and Phase II monies which the Board lost.

B. Placement on Salary Schedule

1. Credit for Experience

Upon initial employment, credit up to and including the sixth (6th) step within the appropriate educational lane on the salary schedule shall be given for previous outside teaching experience in a duly accredited school district. The Superintendent shall have the sole discretion to grant additional level placement.

C. Advancement on Salary Schedule

Employees on the salary schedule shall be granted one (1) incremental or vertical step on the schedule for each year of service until the maximum for their educational lane is reached. However, for the 1993-94 contract year each employee on the salary schedule shall remain at his/her 1992-93 vertical step. For the 1999-2000 contract year each employee on the salary schedule shall remain at his/her 1998-1999 vertical step and will receive a three hundred dollar (\$300) stipend for the 1999-2000 school year. (This stipend is only for the 1999-2000 contract year)

D. Educational Lane

An employee who desires to advance from one educational lane to another must meet the following:

1. Coursework must be graduate semester hours from an accredited college or university.
2. Course work must be directly related to the education field or improvement of appropriate teaching skills.
3. A grade of B or better must be attained by the employee. The Board will recognize up to three semester hours of course work which meets the aforementioned criteria except for which the employee received a grade of "C" which was earned since July 1, 1980.
4. Beginning July 1, 1989, an employee will have seven (7) years to earn course work for educational advancement. Course work older than seven (7) years is not eligible for educational advancement. However, all course work earned prior to July 1, 1989, which complies with the provisions of this section, will be retained. Such prior course work must be used within the seven (7) year period from July 1, 1989.
5. Must submit proof of satisfactory completion of the course work from the college or university by September 1st. Within three (3) months provide Superintendent with a transcript.

An employee who is designated as off the schedule will never be returned to the salary schedule, but may move between educational lanes as per the above procedure. The differential between the appropriate educational lanes will be added to his/her salary.

E. Extended Contract

Any employee whose full time assignment exceeds the Board determined work year shall be additionally compensated at a per diem rate of his/her contracted salary.

F. Method of Payment

1. Pay Periods

Each employee shall be paid in twelve (12) equal installments on the 20th of each month. Employees shall receive their checks at their regular building and on regular school days.

2. Exceptions

When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

3. Final Pay

Upon termination or resignation, employees shall have the option of receiving all or any part of their earned, contracted salary on the last pay period of the in-school work year with the consent of the Board.

4. Summer Checks

Summer checks, other than for summer school employees, shall be mailed to the address designated by the employee and shall be post-marked no later than the day before the pay period.

ARTICLE 10

INSURANCE

A. Health

The Board will make available a comprehensive group health insurance program to full time and part time employees. (Full time shall mean the employees working forty hours per week. Part time shall mean those employees working at least thirty hours per week or an employee who was employed prior to July 1, 1989, and worked at least twenty hours per week.) Discussion with the Association will take place whenever the Board is considering a change of carriers.

The Board will contribute up to \$625.91 per month toward the cost of the full time employee's premium. The Board shall contribute a pro-rated portion of the full time employee's contribution for part time employees based upon the portion of the week worked. An employee who desires to insure his/her dependents may do so by use of a payroll deduction. The board shall pay \$150 per month to any employee who was receiving one half of the single premium prior to 7-1-01 and whose spouse has other coverage provided the insurance carrier shall allow it.

B. Life

The Board will purchase a \$10,000 term life insurance policy for each full time employee.

C. General Provisions

An employee who has exhausted all sick leave benefits or is on an unpaid leave of absence of one (1) month or longer shall have the option of continuing the insurance by paying the monthly premium in advance to the Board. The employee can continue the insurance coverage on this basis until the end of the school year.

D. Descriptions

The Board shall provide each new employee with a description of the insurance coverage within a reasonable time after the beginning employment or each employee shall receive said description at the employee's request. The Board will be responsible for providing insurance information in the form of applications and enrollment meetings.

ARTICLE 11

SUPPLEMENTAL PAY

A. Extra-Curricular Activities

Employees who perform extra-curricular assignments shall be compensated in accordance with Appendix D, which is attached hereto and made a part thereof.

B. Expenses of Traveling Employees

Employees who are authorized to use their own cars to conduct school business shall be reimbursed for such travel at twenty-four (24) cents per mile or at the maximum rate paid state employees. No mileage will be paid for commuting to and from work.

C. Extra Duty Pay

Employees will receive minimum wage per hour for performing extra duties.

Game Passes to Local Events

One local activities pass will be issued to all certified staff members.

ARTICLE 12

HEALTH

A. New Employee Physicals

A new employee shall furnish evidence of physical fitness to perform duties assigned and freedom from communicable disease on a form provided by the Board, at the time of signing his/her contract.

B. Additional Physicals

Required physical examinations to perform the employees' job description shall be paid by the Board.

ARTICLE 13

SAFETY

A. Unsafe or Hazardous Conditions

1. The Board shall endeavor to provide and maintain a safe place of employment. All employees shall be alert to unsafe practices, equipment and conditions and report them to their immediate supervisor.

2. Employees will not be required to work under unsafe or hazardous conditions. Unsafe or hazardous conditions shall mean danger to health and not merely inconvenient or uncomfortable conditions.

B. Adverse Weather

When the Board has determined that all the schools are to be closed and students are not to report to their respective buildings due to adverse weather, employees need not report for work and shall not be penalized for failing to report. Individual school closings are not subject to this section.

ARTICLE 14

IN-SERVICE

The Board may provide in-service training which it deems valuable to the District.

ARTICLE 15

SENIORITY

A. Definition

Seniority shall mean the number of consecutive years of employment in the District from the last date of the signing of a continuing contract for any District school incorporated into Maple Valley. A year of service shall mean an employee who is under contract at least one hundred and twenty (120) days in a school year.

B. Seniority List

On or before October 15 of each year the Superintendent shall provide the Association President with a seniority list. Such list shall also be posted in the faculty workroom in each center. Any protest to the seniority list must be made to the Superintendent, in writing, within five (5) days of receipt of the list or the list will stand as presented.

C. Application

Seniority shall apply to the provisions of this contract only where it is specifically incorporated by express reference.

D. Leave of Absence

An employee granted a leave of absence who returns at the end of that leave shall not have his/her seniority broken. However, time on such leave of absence shall not count toward seniority.

E. Rehired after Reduction

An individual re-employed by the District, who had been reduced under Article 15, shall have any previous seniority reinstated.

ARTICLE 16

GRIEVANCE PROCEDURE

A. Definition

A grievance is a timely filed alleged violation, misapplication or misinterpretation of this Agreement filed by an employee. A grievant is the employee, employees, or the Association filing the complaint.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems submitted under this procedure.

C. Procedure

- Step 1. An employee with a grievance shall, within ten (10) days of the act or condition giving rise to the grievance, complete and submit the grievance form (Appendix A) to his/her principal. The grievance must state the action which gave rise to the grievance and the remedy requested. The principal shall submit the written answer to the grievant within ten (10) days from the receipt of the grievance.
- Step 2. If the grievant is not satisfied with the answer in Step 1, he/she shall submit the written grievance to the Superintendent within ten (10) days from the answer in Step 1. Within ten (10) days from the receipt of the grievance, the Superintendent shall submit his/her answer to the grievant.
- Step 3. If the grievant is not satisfied with the answer in Step 2, he/she may submit written notification, within ten (10) days of the receipt of the answer in Step 2, to the Superintendent and the American Arbitration Association requesting a list of arbitrators. The selection of the arbitrator and the hearing shall be in accordance with the procedures of the American Arbitration Association. The arbitrator, in his opinion, shall not amend, modify or add to the provisions. His decision must be based solely upon his interpretation of the meaning or application of the relevant language of the Agreement. The Arbitrator's decision will be final and binding upon both parties unless he/she exceeded the authority listed above. Expenses for the arbitrator's services shall be borne equally by the Board and the Association. Other cost of the arbitration shall be borne by the party incurring same.

D. General Provisions

1. The number of days indicated at each level should be considered as a maximum. Such limits may be extended by mutual agreement.
2. Any meeting relative to this procedure will be held outside the normal school day.
3. A grievance not processed within the time limits, at any step, of the procedure shall be considered resolved on the basis of the last answer.
4. Should the Board not answer the grievance within the time limits, the grievance will move to the next step.
5. In the event a grievance is filed at such a time that it cannot be processed through all steps of the procedure during the school year, the parties shall continue to attempt to resolve the grievance during the summer or by mutual agreement may continue to attempt to resolve the grievance at the beginning of the new school year.
6. The grievant, at his/her option, may be represented by a designated Association representative.
7. Days as used in this article shall be days employees are assigned to work.

ARTICLE 17

DURATION AND SIGNATURE

A. Duration

This Agreement shall be effective from July 1, 2007, until midnight June 30, 2008.

Any changes in salary, supplemental pay and/or insurance benefits will not become effective until the first pay period in September, 2007.

B. Signature

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective chief negotiators and their signatures placed thereon, all on the 11th day of June, 2007.

For the Board

Dale Wimmer
President

Dale Wimmer
Chief Negotiator

For the Association

Pat Bracillette
President

John Nielsen
Chief Negotiator

APPENDIX A

GRIEVANCE FORM

Name of Aggrieved Person(s) _____

Step 1

Date Violation Occurred _____

Specific Provision of Contract _____

Statement of Grievance

Remedy Sought _____

Signature of Grievant

Date

Date Received by Principal _____

Disposition by Principal _____

Signature of Principal

Date

Grievance Form (Cont'd)

Step 2

A. _____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent _____

Signature of Superintendent Date

Step 3

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted

C. _____
Date Received by Superintendent

APPENDIX B

DUES DEDUCTION AUTHORIZATION FORM

Authorization for Payroll Deduction
for Association Dues

First Name	Initial	Last Name
------------	---------	-----------

I hereby request and authorize the Board of Education, as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein a sufficient amount to provide for the monthly payment of the prevailing rate of dues, which amount is to be remitted each month for me and on my behalf to the Treasurer of the Association.

It is understood that this authorization shall continue in effect until revoked in writing with thirty (30) days notice to the employer as provided in Chapter 20, Iowa Code.

Employee Signature

Social Security Number

Date

Insurance:

Board pays \$625.91 per month, in 07-08, toward the employee premium

Employee is responsible for the additional family premium.

Board pays premium for \$10,000 term life insurance; employee names beneficiary.

APPENDIX C

**MAPLE VALLEY COMMUNITY SCHOOL
2007-2008
SALARY SCHEDULE**

	<u>BA</u>	<u>BA+12</u>	<u>BA+24</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
1	28585	29335	30085	31085	31735	32385
2	28985	29795	30575	31610	32260	32910
3	29385	30255	31065	32135	32785	33435
4	29785	30715	31555	32660	33310	33960
5	30185	31175	32045	33185	33835	34485
6	30585	31635	32535	33710	34360	35010
7	30985	32095	33025	34235	34885	35535
8	31385	32555	33515	34760	35410	36060
9	31785	33015	34005	35285	35935	36585
10	32185	33475	34495	35810	36460	37110
11 -		33935	34985	36335	36985	37635
12 -		34395	35475	36860	37510	38160
13 -	-		35965	37385	38035	38685
14 -	-		36455	37910	38560	39210
15 -	-	-		38435	39085	39735
16 -	-	-	-	38960	39610	40260
17 -	-	-	-	39485	40135	40785
18 -	-	-	-		40660	41310
19 -	-	-	-	-	41185	41835
20 -	-	-	-	-	41710	42360
21 -	-	-	-	-	-	42885
22 -	-	-	-	-	-	43410
23 -	-	-	-	-	-	43935
=	=	=	=	=	=	=

OFF SCHEDULE INCREASES (MUST HAVE BEGUN WORK BEFORE 7/1/85):

1100 1100 1100 1100 1100 1100

MAPLE VALLEY COMMUNITY SCHOOL
2007-2008

SUPPLEMENTAL PAY SCHEDULE

L HIGH SCHOOL:

V

L Athletics:

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1	Head Coach for:		
2	Football & Volleyball		
3	Basketball		
4	Wrestling		
5	Baseball & Softball		
6			
7		Year	
8		0	\$ 2793
9		1	2923
10		2	3038
11		3	3167
12		4	3292
13		5	3421
14		6	3536
15	Assistant Coach - Ftbl,Vb,Bkbl,Wr,Bsbl,Sfb.....		1967
16	Summer weight supervisor.....		1310
17	Golf/Cross Country (Head).....		2123
18	Track (Head).....		2870
21	Track (Assistant).....		1622
22	Cheerleading/Dance Team.....		1931
23	Speech.....		1250
24	Plays.....		1486
25	Annual.....		1560
26	Junior Class Head Sponsor.....		744
27	Senior Class Head Sponsor.....		310
28	FFA.....		986
29	Band (Auxiliary Groups).....		1890
30	Vocal Music (Auxiliary Groups).....		1890
31	Student Council Sponsor.....		443
32	BPA		986
33	Gold Club/NHS.....		443
34	TAG.....		650
34a	FCCLA.....		443
35	Head Coach.....		1527
36	Assistant Coach.....		779
37	Band (Auxiliary Groups).....		524

Letter of Understanding

The Maple Valley Community School District and the Maple Valley Education Association agreed during the negotiations for the 1985-1986 contract to the following procedure as to employee movement on the newly constructed salary schedule:

1. Due to the elimination of steps on various educational lanes, employees were designated as off schedule and would remain same for the duration of their careers at Maple Valley.
2. An employee who was employed in the 1984-1985 contract year who was placed on a step of the new 1985-1986 salary schedule would be entitled to move through the salary schedule in future years. Should such an employee attain the last step on an educational lane in a future year, he/she would be entitled to move off the schedule the next year and be designated an "off schedule employee."
3. An employee who was hired after July 1, 1985, on the new salary schedule would never be allowed to move off the schedule and be designated an "off schedule employee." Thus an employee who moved to the last step on an educational lane would remain on that step unless he/she satisfied the requirements to the next higher educational lane.

Agreed Upon: March 25, 1988

Letter of Understanding

The Maple Valley Community School District and the Maple Valley Education Association have agreed to the following procedure for the movement of an employee off the salary schedule to a different educational lane:

1. An employee off the salary schedule would receive any salary increase on the basis of his/her placement prior to July 1.
2. Should the employee off the schedule earn educational credits sufficient to move to the next higher educational lane, he/she would receive the difference between the last step on the current educational lane and the corresponding step on the educational lane to which he/she is moving.

Agreed Upon: March 25, 1988

Letter of Understanding

The Maple Valley Community School District and the Maple Valley Education Association have agreed to the following procedure to allow an employee to be granted salary movement for hours lost due to failure to complete prior approval form or their coursework was denied.

1. An employee who has taken graduate credit after the 1996-1997 school year and either failed to complete the prior written approval form or had past course work denied, will be allowed to complete the prior approval form by September 1, 2003.
2. When the employee completes the prior approval form and provides a valid transcript of said hours by September 1, 2003, and the hours meet all requirements for salary advancement, the hours approved will be applied towards salary advancement as stated in Article 9, Section D.

Agreed Upon: May 12, 2003